

Mahdi Alkhawaga

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Professional Summary

Experienced Process Associate at J.P. Morgan Chase & Co. with a Banking & Finance background and proven ability to manage operational workflows, support regulatory requirements, and analyze financial data. Skilled in handling requests from the Saudi Central Bank (SAMA). Hands-on experience with SAP, Excel, and core accounting processes gained through Cooperative training at Al-Ittefaq Steel. Recognized for strong attention to detail, accuracy, and improving reporting efficiency.

Education

- Bachelor of Banking & Finance | Imam Abdulrahman bin Faisal University | **Dammam – May 2025**

Professional Experience

Tata Consultancy Services | J.P. Morgan Chase & Co. Project | Riyadh | October 2025 – Present

- Collaborating on a new project with Saudi Central Bank (SAMA), enhancing operational efficiency.
- Review, analyze, and respond to SAMA inquiries by utilizing platforms such as TANFEETH, SAMA Net, and WATHEEQ portals.
- Ensure accuracy and timely completion of all tasks to meet regulatory deadlines and internal service-level agreements (SLAs).

Cooperative Training | Al Ittefaq steel production company | Dammam | January 2025 – May 2025

- Posted and monitored invoices using the (SAP) ERP systems.
- Analyzed company profiles and calculated financial ratios to support credit decisions.
- Sorted and filtered invoices by vendor ID and due dates using Excel, saving time and improving accuracy.
- Responsible for Accounts Payable and Accounts Receivable tasks, including follow-up on outstanding payments.

Training Courses

- General Saudi Capital Market Rules & Regulations (CME 1B) | The Financial Academy – **May 2025**
- Advanced Excel | Edraak – **March 2025**
- Reading Financial Statements | Corporate Finance Institute (CFI) – **March 2023**

Skills

- Financial statement analysis
- Daily transaction tracking
- Invoice and payment handling
- Basics of SAP system
- Regulatory Compliance
- Portal Navigation (Tanfeeth, SAMA Net, Watheeq)
- Data Accuracy & Quality Control
- SLA & Deadline Management
- Reporting & Record Management
- Attention to detail
- Problem-solving
- Team collaboration
- Professional communication
- Time Management & Task Prioritization

Languages

- **Arabic**
- **English**